



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Acting Secretary

MEMORANDUM

Construction Memo No. 02-10

TO: Chief District Engineers
District TEBMs for Project Delivery and Preservation
District TEBMs for Engineering Support
District Section Engineers
C.O. Division Directors

FROM: Steven Criswell, P.E. Director
Division of Construction

DATE: April 1, 2010

SUBJECT: Final Inspections and Project Completion Notice

Final project inspections will be conducted after the project is called complete and a Project Completion Notice is sent to the Contractor, District TEBM for Project Delivery and Preservation, and the Central Office Construction Liaison. A project shall not be called complete until the Section Engineer's punch list has been satisfied. This requirement is in accordance with Standard Specification 105.12. The Project Completion Notice is a new form that can be generated from SiteManager once the completion date for the project is entered. Instructions outlining the new form can be found on the Division of Construction's Website at http://transportation.ky.gov/construction/trnsport/sm/reports/project_completion_notice.pdf.

The District TEBM for Project Delivery and Preservation will conduct final inspections of resurfacing and guardrail projects, excluding parkway and projects that have full federal oversight. If the TEBM is unable to perform the inspection within the timeframe allotted by specifications, the inspection can be performed by another district TEBM or by an individual designated by the TEBM. The Division of Construction should be in concurrence with the District's decision to designate the authority to perform the final inspections to someone other than the Branch Manager. The reason behind requesting that Branch Managers perform the inspections is to allow them to review both the performance of the Contractor and the Section Engineer's office as well as avoiding any conflict of interest. The Division of Construction will still retain the authority to review or follow up on inspections performed by District personnel. All final inspections are to be documented using the Sitemanager final inspection form with a copy sent to the respective Liaison and the Contractor. Instructions on how to complete the final inspection form can be found at http://transportation.ky.gov/construction/trnsport/sm/reports/final_inspection_report.pdf. Final inspections must be completed within 90 calendar days from the date of project completion. A final inspection report is required for all projects, even if there is no corrective work.

Final inspections not completed within 90 calendar days from the project completion shall not be considered for corrective work and formal acceptance should be requested with a notification that the Department failed to complete the inspection within the required timeframe. The project must still be inspected and issues discovered during the inspection should be documented. The



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Contractor will not be obligated to complete any corrective action that was uncovered during this inspection. Formal Acceptance of the project will be completed by the respective Liaison when he/she is notified that all corrective work is complete. Formal Acceptance will be issued automatically for projects where there is no corrective work required. Central Office Construction will not issue a formal acceptance report for any project let in January 2010 and beyond without the receipt of a final inspection report.

The Central Office Liaison for the respective District will begin the final inspection process for all other projects once they receive the Project Completion Notice. The Liaison will initiate the scheduling of their inspection and request the District TEBM or Section Engineer to accompany them during the inspection. The Liaison will contact others such as the Division of Planning, Traffic Operations, and/or Highway Design and FHWA, as applicable, if further inspections need to be completed. The request for inspections by other entities will be completed through an email notification or memorandum. A copy of the request for additional inspections will be sent to the District Branch Manager and Section Engineer with a hard copy placed in the central office project file. The 90 calendar day time-frame for project inspections is applicable to these inspections as well, so timely submittal of the Project Completion Notice is extremely important.

Central Office Construction personnel will generally perform inspections on seeding, landscaping, and bridge painting. These inspections are generally done in a manner different than most. The Central Office Liaison may not need the presence of the District TEBM or Section Engineer when they are onsite performing inspections. There may be instances when the Liaisons will request assistance during inspections and will be contacted prior to the scheduled inspection date. These inspections, both interim and final inspections, will be completed using the SiteManager final inspection form.

Once all inspections have been completed, the Section Engineer will send the Contractor a Comprehensive Final Inspection Report in accordance with Standard Specification 105.12. This form is available on the Division of Construction's Website, under the Construction Engineer's Resource Center Page. The Comprehensive Final Inspection Form provides the Contractor with one document which includes all of the corrective work (excluding seeding, striping, tree planting and landscaping) and a time frame to complete the work. Although the Central Office Field Liaison will notify all parties of the need to complete inspections within the allotted 90 day period, it will remain the Section Engineer's responsibility to coordinate the on-site inspections and compile all reports into the Comprehensive Final Inspection Report. Please contact your respective Liaison if inspections are not being completed in a timely manner.

Central Office Construction will begin performing project quality assurance reviews as part of the formal acceptance process. This endeavor will consist of Central Office field personnel performing random field checks to ensure that all corrective work has been satisfactory completed and project documentation is in order. Due to time and personnel constraints, this field reviews will be performed on a small percentage of projects.

This Construction Memo is effective as of April 15, 2010.

If you have any questions, contact this office.

Attachments

Cc:	S. Waddle	KAHC
	C. Knowles	Central Office Construction
	FHWA	PAIKY